



## **Teaching in Nursing Certificate**

There is an increasing demand for teachers who are capable of preparing nurses and consumers for a radically different and ever-changing health care environment. Alternative ways of meeting student and health care consumers' needs for education besides face-to-face instruction are vital to the delivery of cost-effective nursing education and health care. Teachers in nursing who have clinical expertise are needed to educate diverse populations of learners who live, work, and play in a wide variety of settings.

This certificate program is designed as a post-baccalaureate option for nurses who teach in diverse settings. Nurses who want to work in staff development, patient/family education, academic nursing education, or in any setting where teaching and learning takes place, will find these courses helpful. Courses are offered with flexible scheduling and some on-line availability to make it easy to enroll if students are employed part or full-time.

The program provides an understanding of the processes of teaching and learning, the factors that influence teaching and learning in nursing, and the current and futuristic roles of teachers in nursing.

### **The goals of this program are to:**

1. Prepare individuals with knowledge, attitudes and skills in teaching diverse populations (individuals and groups) in a variety of settings,
2. Prepare future teachers of nurses and health care consumers who know how to help others "learn how to learn" in a rapidly changing health care delivery environment, and
3. Provide individuals with a foundation for role development in the area of nursing education.

### **Graduates of this certificate program will be expected to:**

1. Develop educational programs in response to the learning needs of health professionals and health care consumers,
2. Assess, implement, and evaluate clinical and non-clinical educational offerings, and
3. Collaborate with others in the development of programs that are responsive to the changing educational needs of the times.

### **Admission:**

1. The courses within this program are open to nurses who have a baccalaureate degree in nursing or with permission of the instructor.
2. Admission information can be obtained from visiting our website at <http://main.uab.edu/Sites/nursing/programs/9123/>
3. Program certificate requirements include completion of a minimum of 15 credit hours of course work, 12 of which are specified courses taken at UAB in the School of Nursing, and a 3 credit hour elective course approved by the Coordinator of the Certificate Program. All course work for the Teaching in Nursing Certificate must be completed within 4 years.

## Key Concepts:

1. Students may enroll in individual courses without completing the entire certificate program.
2. Individual courses may be taken for academic credit and utilized to meet elective course requirements in the graduate program of studies at UAB School of Nursing. Courses may transfer to other graduate programs, but this requires approval of the primary institution.
3. To obtain the certificate in Teaching in Nursing the learner must complete 15 credit hours which includes 12 credits (4 courses) specified below, plus 3 credits (elective) approved by the Coordinator of the Certificate Program.
4. Upon completion of the required courses, students must:
  - ◆ Complete the Application for Non-Degree Certificate of Completion form (which can be found online)
  - ◆ Obtain signature of the Coordinator of the Certificate Program
  - ◆ Turn the signed form in to the Student Affairs Office
5. Verification of the completion of the work will be done by the Office of Student Affairs in conjunction with the Coordinator of the Teacher in Nursing Certificate Program. The courses will be noted on the student's academic transcript and the UAB School of Nursing will award a certificate verifying completion of program requirements.

## Sample Program of Study

(Students can start the program during any term, as long as they meet prerequisite requirements for individual courses.)

<b>Term Offered</b>	<b>Course Title (Prerequisites or Co-requisites)</b>	<b>Credits</b>
Fall	NTC Q 650 Instructional Strategies for Teaching in Nursing (Online)	3
Spring	NTC Q 652 Program and Curriculum Development in Nursing (Online)	3
Summer	NTC Q 654 Evaluation of Instruction in Nursing (Online)	3
Any term	NTC 683 Teaching Practicum in Nursing	1-3 per term (3 credits total)
Any term	Elective (approved by Coordinator of Certificate Program)	3

### For More Information Contact:

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Director, Graduate Student Affairs  
(205) 975-5302  
E-Mail: [tofani@uab.edu](mailto:tofani@uab.edu)

Sharon Jacobsen  
Student Nurse Recruiter  
(205) 934-5491  
E-Mail: [jacobsen@uab.edu](mailto:jacobsen@uab.edu)

## NON-DEGREE GRADUATE STUDENT INFORMATION

### **NON-DEGREE GRADUATE/INDIVIDUAL COURSE APPLICATION DEADLINE IS TWO WEEKS BEFORE OFFICIAL FIRST DAY OF CLASSES**

#### NON-DEGREE GRADUATE STUDENT CATEGORIES

The non-degree graduate student classification makes selected master's-level nursing courses available to persons who have a bachelor's degree in nursing from a regionally accredited institution. There are three categories of students for which non-degree graduate student status may be granted.

1. Individuals with a bachelor's degree in nursing who wish to take an individual *non-clinical* master's-level nursing course. A **Permission to Enroll in an Individual Course as a Non-Degree Graduate Student form is attached in this document** and is available in the School of Nursing Office of Student Affairs. Non-degree graduate student status is granted on a term-by-term basis to students in this category as space is available. Students who have applied to and or been admitted for a future semester to the MSN program at UAB will be given priority status. However as space is available, requests will be granted on a case-by-case basis and based on the date of receipt of application.
2. MSN graduates who wish to take a designated program of study in preparation for sitting for one of the nurse practitioner certification examinations also may apply to the Post MSN option seeking non-degree graduate status. This category is called the Post MSN Option for MSN Graduates. Admission for this category may be competitive. Please visit the website at <http://main.uab.edu/Sites/nursing/programs/9119/> for complete details about this program option.
3. Individuals with a bachelor's degree in nursing who wish to enroll in the certificate program preparing teachers in nursing. Please visit the website at <http://main.uab.edu/Sites/nursing/programs/9123/> for complete details on this option.

Applicants for categories 2 & 3 will be required to submit an **official** transcript(s) showing the date the qualifying degree (MSN) was awarded.

#### APPLICATION FEE

The application processing fee for a non-degree graduate student is \$30.00. Even though you may be taking more than one course, you will only submit one check for \$30.00. For students who desire to take non-degree coursework over several semesters, this is a one time fee and good for one year. A check in the amount of \$30.00 should be made payable to the UAB SCHOOL OF NURSING and mailed or delivered with the completed application form to the address at the top of this page.

#### REGISTRATION

Not all graduate nursing courses are open to non-degree graduate students. Students should consult with the MSN Coordinator as early as possible to determine eligibility and adequacy of preparation for participation in the desired course(s).

***Permission for enrollment for a non-degree individual course will not be granted until at least three weeks before classes begin.***

***You will be notified by email as soon as a decision has been made. Once you have been notified, you must then complete the registration process through the UAB Registrar's Office. Instructions for registration will be emailed to you along with your permission to enroll therefore it is very important that you provide a reliable email address when submitting your application.***

#### TUITION RATES

Tuition for all courses taken as a non-degree graduate student will be billed at the graduate rate according to the student's residency classification (in-state or out-of-state). For distance accessible (online) courses, you will be billed at the rate of Alabama residents and pay \$200.00 per course fee.

#### ACADEMIC STANDARDS

Non-degree graduate students are subject to the same academic policies as degree-seeking graduate students. The policies are stated in the School of Nursing Catalog. Grading standards will be the same for non-degree and for degree-seeking graduate students.

#### STUDENT HONOR CODE

The School of Nursing Student Honor Code applies to all students enrolled in the School of Nursing.

#### RESTRICTION ON CREDITS EARNED

Enrollment in the School of Nursing as a non-degree graduate student does not constitute admission to study leading to a MSN degree in the School of Nursing. No limit is set on the number of courses an individual may take as a non-degree graduate student. However, if the individual is later admitted to a program of studies leading to the MSN degree, **a maximum of twelve (12) semester hours** taken as a non-degree student may be applied toward the degree. The MSN Coordinator in the School of Nursing must approve the application of non-degree credits as credits for the MSN degree.

University of Alabama at Birmingham  
School of Nursing  
NB 201B  
1530 3<sup>rd</sup> Avenue South  
Birmingham, Alabama 35294-1210

## Teaching in Nursing Certificate

### Admission Requirements

1. Earned baccalaureate degree in nursing or permission of instructor. **(Official transcript showing date bachelor's degree was awarded is required.)**
2. Licensure as a registered nurse in the state in which you practice.
3. Two personal reference forms (forms attached).
4. Personal interview with Coordinator of the Teaching in Nursing Certificate option.

PLEASE NOTE: Although not an admission requirement, OSHA training on Bloodborne Pathogens and TB Occupational Health, hepatitis B vaccination, CPR certification, and current RN licensure in the state in which the student will engage in clinical practice are required prior to enrolling in the teaching practicum course at the UAB School of Nursing. (See attached information)  
Also, medical clearance is required prior to registration. (download form at [http://main.uab.edu/sys/images/pdf/shealthservice/Med\\_Require.pdf](http://main.uab.edu/sys/images/pdf/shealthservice/Med_Require.pdf) )

### Steps in the Admission Process

1. Submit completed Application for Non-Degree Graduate Student Status and a \$30.00 check made payable to "UAB School of Nursing" to the address at the top of this sheet.
2. Have an official transcript showing completion of the BSN degree sent to the address at the top of this sheet.
3. Distribute evaluation forms to two (2) supervisors or former faculty members who have knowledge of your potential for advanced graduate study and ask them to return the completed forms to the address at the top of the sheet.
4. Schedule interview with designated program coordinator. (You will be asked to schedule the interview when your file is complete.) **The deadline dates for completing the interview are listed below:**

**Spring 2010 – September 25, 2009**

**Summer 2010 – February 26, 2010**

**Fall 2010 – May 28, 2010**

**Processing Fee:**  
**\$30.00 U.S. citizens**  
**and resident aliens**

Office of Student Affairs  
School of Nursing  
University of Alabama at Birmingham  
NB 201B  
1530 3<sup>rd</sup> Avenue South  
Birmingham, Alabama 35294-1210

OFFICE USE ONLY

Receipt No. \_\_\_\_\_

For which term are you applying? \_\_\_\_\_  Fall  Spring  Summer  
Year

**APPLICATION FOR NON-DEGREE GRADUATE STUDENT STATUS**  
**Teacher in Nursing**

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ State & County  
of Legal Residence: \_\_\_\_\_  
(International applicants should list country)

\*Ethnic Origin: \_\_\_\_\_ \*Gender: \_\_\_\_\_ \*Birthdate: \_\_\_\_\_  
(month, day, year)

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last (Family) Name: \_\_\_\_\_

Previous Name(s): \_\_\_\_\_  
(under which transcript or other information may be found, e.g., maiden name)

Email Address \_\_\_\_\_ Alternate email address \_\_\_\_\_  
**(Your email address will be used to notify you of acceptance. Please make sure it is reliable)**

Current Address: \_\_\_\_\_ Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ City: \_\_\_\_\_

State or Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_ State or Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_ Permanent Phone: ( ) \_\_\_\_\_

Will you have lived in Alabama for 12 consecutive months by the date you plan to enroll in this graduate program?  
**(if you do not answer this question, you will be classified as a non-resident.)**  Yes  No

List every college or university from which you have received a degree (including UAB).

Name of Institution	State	Dates Attended	Degree	Date Awarded

I have read and understand the provisions of admission as a non-degree graduate student, and the information I have given on this form is true and complete. I understand that falsifying information can lead to disciplinary action, including dismissal from the University. I understand that the non-degree graduate student classification does not constitute admission to studies leading to the MSN degree, and that if I am later admitted to studies leading to that degree a maximum of twelve semester hours earned as a non-degree graduate student may be used for the degree. I am not suspended from UAB or from any other college or university. Furthermore, I understand that the Student Honor Code applies to all students enrolled in the School of Nursing.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

\*This information is used for statistical reporting only. The UAB is an Equal Opportunity/Affirmative Action Institution.

**Instructions to Applicant**

After filling out the identifying information in the spaces below, distribute the appropriate number of forms to instructors and others who are qualified to evaluate your qualifications for graduate study.

SOCIAL SECURITY NUMBER	DEGREE AND MAJOR SOUGHT	
APPLICANT'S FIRST NAME	APPLICANT'S MIDDLE OR MAIDEN NAME	APPLICANT'S LAST NAME
APPLICANT'S ADDRESS		

**Request to Evaluator**

Please rate the applicant in comparison with other students in the same field with whom you have been acquainted.

	Superior	Very good	Good	Average	Fair/Poor	No occasion to observe
Depth of Knowledge in Proposed Field of Study						
Motivation and Initiative						
Diligence and Perseverance						
Independence						
Creativity						
Dependability						
Integrity						
Emotional Stability						
Verbal Clarity						
Writing Skills						
Teaching Ability						
Research Ability						
Overall Intellectual Capability						
HOW LONG AND IN WHAT CAPACITY HAVE YOU KNOWN THE APPLICANT?						
PLEASE PROVIDE ADDITIONAL COMMENTS ON THE APPLICANT AND HIS/HER CAPABILITY FOR ADVANCED STUDY IN THE PROPOSED FIELD OF STUDY. (USE ADDITIONAL SHEETS IF NECESSARY.)						

Name of Evaluator: (Please Print) \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_

Position and/or Title: \_\_\_\_\_

Address: \_\_\_\_\_

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Name of Evaluator: (Please Print) \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_

Position and/or Title: \_\_\_\_\_

Address: \_\_\_\_\_

## Instructions for Obtaining Medical Clearance for Admission/Enrollment to Graduate Studies at the School of Nursing at UAB

Medical clearance by the UAB Student Health Services Office is **REQUIRED FOR REGISTRATION and ENROLLMENT** to the University of Alabama at Birmingham School of Nursing.

In order to obtain medical clearance, you must provide all information requested on the Student Health Form [http://main.uab.edu/sys/images/pdf/shealthservice/Med\\_Require.pdf](http://main.uab.edu/sys/images/pdf/shealthservice/Med_Require.pdf) or [www.uab.edu/studenthealth](http://www.uab.edu/studenthealth) ) and return it to the UAB Student Health Services Office, 930 South 20th Street, Suite 221, Birmingham, AL 35294-2042 well before your expected time of admission/enrollment.

Your personal physician must complete and sign the third page of this form. A fee will be charged to your account through the UAB Student Accounting Office.

If you have questions or concerns about the form, the fee, or any other aspect of the medical clearance process, you should contact the UAB Student Health Services Office at (205) 934-3580. Questions concerning your admission status should be directed to the School of Nursing Student Affairs Office at (205) 934-3534.

A health history, immunization, and physical examination form is provided to assist UAB Student Health Services in giving you the best health care while at UAB. **This form must be completed by your personal physician or a physician of your choice prior to your becoming medically cleared.**

Take your time and read over your health forms **carefully**. Filling out your health forms correctly and **attaching photocopied proof** of immunizations and required titer tests to the back of your health form will circumvent any unnecessary delays in your admission/enrollment process. **This medical clearance process usually takes longer to complete than you may estimate, so the sooner you get started the better.** If you need to refill out another health form you may print a new copy from the UAB Student Health Services website:

[http://main.uab.edu/sys/images/pdf/shealthservice/Med\\_Require.pdf](http://main.uab.edu/sys/images/pdf/shealthservice/Med_Require.pdf) or  
[www.uab.edu/studenthealth](http://www.uab.edu/studenthealth)

**You are encouraged to keep a photocopy of your completed health form and immunization proof for your own records and to resubmit if your original paperwork gets lost in the mail.**

In completing your health form you will need the following:

1. Completely fill out your health forms (*please print*).
2. A physical exam is required for your medical clearance and admission/enrollment to the School of Nursing (see your health form).\*
3. An initial 2-Step Tuberculin skin test (this is the process of completing two individual tuberculin tests at least 10 days apart and no more than two weeks apart). You will be required to take a 1-Step annually while at UAB.
4. Proof of having two MMR vaccinations (see your health forms for details).
5. Proof of a Tetanus Booster within the past 10 years
6. Start your Hepatitis B vaccine series. You must have at least your first Hepatitis B vaccine prior to your admission/enrollment to the School of Nursing. The Hepatitis A/B combination vaccine is available at UAB Student Health Services if you wish to have additional protection. (Remember that the second vaccine is given 1 month from the first and the third is given 5 months from the second.) Titer testing is required for all those students who have completed their hepatitis B vaccine series.
7. You will need your Hepatitis B surface antibody titer testing (Hbsab-quantitative) preferably 1-2 months after completing your 3<sup>rd</sup> vaccine. If you have already completed your Hepatitis B vaccines in the past then have your titer test drawn to make sure you are producing adequate antibodies for your protection.
8. Varicella (Chickenpox) Titer testing is required for all students in the School of Nursing. This titer test is required regardless of prior vaccination or disease.

In addition to the health form, you will also find an **application** form and a **waiver** form for health insurance at the UAB Student Health Services website. You are required to **either** 1) subscribe to the University major medical plan or provide proof of comparable insurance by 2) completing the **“Waiver of Medical Center Student’s Accident & Sickness Insurance Plan”** form. For more information regarding the Viva plan, you may go to their website at [www.vivahealth.com](http://www.vivahealth.com) and view “Mandatory Student Plan.”

If you prefer to have UAB Student Health Services complete your physical, you may call for an appointment at (205) 934-3580. Appointments are limited, so call soon for an available time.

**Congratulations on your decision to attend UAB and best of health during your course of study!**